



Health Services
LOS ANGELES COUNTY

May 29, 2007

**Los Angeles County
Board of Supervisors**

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Chief Deputy Director

Robert G. Splawn, MD
Senior Medical Director

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**CONTRACT FOR INFANT HEARING SCREENING SERVICES
AT HARBOR-UCLA MEDICAL CENTER AND
OLIVE VIEW-UCLA MEDICAL CENTER
(2nd and 5th Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Health Services (Director), or his designee, to sign a contract with Halo Unlimited, Inc., dba Infant Hearing Screening Specialists (Halo Unlimited), substantially similar to Exhibit I, for the provision of infant hearing screening services at Harbor-UCLA Medical Center (H-UCLA) and Olive View-UCLA Medical Center (OV-UCLA), effective July 1, 2007 through June 30, 2012, with an annual estimated cost of \$65,250, and an estimated five-year maximum cost of \$326,250.
2. Delegate authority to the Director to add facilities, at the same rate per screening, as necessary to ensure that infant hearing screening services are provided at Department of Health Services (DHS) hospitals, subject to review and approval by County Counsel and the Chief Administrative Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Approval of the recommended action will allow for the provision of infant hearing screening services to ensure that the facilities meet all of the State-mandated requirements.

The California Department of Health Services (CDHS) requires that all California Children's Services (CCS) approved hospitals, offer and perform infant hearing screening services to all infants prior to hospital discharge. Associated with these screenings are several documentation requirements, maintenance of a database of test results and regular timely reports to the local State-approved Hearing Coordination Center. These services are necessary to ensure H-UCLA and OV-UCLA retain their CCS designation.

Currently, LAC+USC Healthcare Network, Martin Luther King, Jr.-Harbor Hospital, and OV-UCLA provide these services in-house; however, DHS is requesting delegated authority to add the other facilities, if necessary, to ensure DHS facility compliance.

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

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through leadership,
service and education.*



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FISCAL IMPACT/FINANCING:

The cost for each infant screening is \$29.00 per patient. The estimated annual cost for these services is \$65,250 for both hospitals. The estimated cost for the contract term, effective July 1, 2007 through June 30, 2012, is \$326,250, of which \$174,000 is for H-UCLA and \$152,250 is for OV-UCLA.

Funding is included in DHS' Fiscal Year 2007-08 Proposed Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The CDHS began implementation of the State Newborn Hearing Screening Program (NHSP) on December 31, 2002 which impacts all CCS-approved hospitals. H-UCLA became a certified hospital with the NHSP in June 2004 and began providing screening services for all newborns.

In March 2004, OV-UCLA became a certified hospital with the NHSP and began providing services for all newborns.

H-UCLA attempted to comply with the infant hearing screening requirements without additional resources, however, the State reviews continued to cite the need for improved services. In order to meet all State requirements, H-UCLA entered into a Purchase Order Agreement in November 2004 with Halo Unlimited. The Purchase Order expires on June 30, 2007. Outsourcing this service has helped H-UCLA comply with the State-mandated requirements and provide timely report submission. This contract will continue to ensure that all newborns are properly screened for hearing loss prior to discharge from H-UCLA.

Additionally, this contract will add the services at OV-UCLA in order to relieve trained nurses from performing these duties so they can attend to other patient care services.

The contract includes all of the latest Board-required provisions. The contract may be terminated by County upon 10 days advance written notice.

The Department has determined this is not a Proposition A agreement because the services are provided on a part-time, intermittent basis; therefore, provisions of the County's Living Wage Program do not apply.

The Agreement, Exhibit I, has been approved as to form by County Counsel.

Attachment A provides additional information.

CONTRACTING PROCESS:

The Department released an Invitation for Bids for Infant Hearing Screening Services on March 12, 2007. A mandatory bidder's conference was held on March 29, 2007. Only one bidder, Halo Unlimited, attended the conference. Halo Unlimited is the current vendor performing the services at H-UCLA under the Purchase Order. The deadline for submission of bids was April 20, 2007.

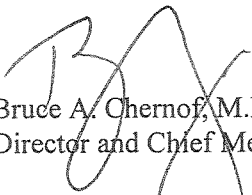
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IMPACT ON SERVICES (OR PROJECTS):

H-UCLA and OV-UCLA will be able to continue to provide State-mandated hearing screening for newborns.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Bruce A. Chernof, M.D.
Director and Chief Medical Officer

BAC:amb
BL-Infant Hearing Screening.amb.wpd

Attachments (2)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

SUMMARY OF AGREEMENT

1. TYPE OF SERVICE:

State-mandated Infant Hearing Screening Services.

2. AGENCY ADDRESS AND CONTACT PERSON:

Halo Unlimited, Inc. DBA Infant Hearing Screening Specialist
21520-G Yorba Linda Blvd., #354
Yorba Linda, CA 92887
Attention: Leonard Machado, President
Telephone: (714) 343-2437

3. TERM:

July 1, 2007 through June 30, 2012.

4. FINANCIAL INFORMATION:

The cost for each infant screening is \$29.00 per patient. The estimated annual cost for these services is \$65,250 for both hospitals. The estimated cost for the contract term, effective July 1, 2007 through June 30, 2012, is \$326,250, of which \$174,000 is for H-UCLA and \$152,250 is for OV-UCLA.

Funding is included in the Department of Health Services' Fiscal Year 2007-08 Proposed Budget and will be requested in future fiscal years.

5. APPROVALS:

H-UCLA: Miquel Ortiz-Marroquin, Interim CEO

OV-UCLA: Gretchen McGinley, Interim CEO

Contracts and Grants Division: Cara O'Neill, Chief

County Counsel (approval as to form): Robert Ragland, Senior Deputy



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

**HALO UNLIMITED, INC., dba INFANT HEARING SCREENING
SPECIALISTS**

FOR

INFANT HEARING SCREENING SERVICES

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**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
HALO UNLIMITED, INC., dba INFANT HEARING SCREENING SPECIALISTS
FOR
INFANT HEARING SCREENING SERVICES**

This Contract and Exhibits made and entered into this _____ day of _____, 2007 by and between the COUNTY OF LOS ANGELES, hereinafter referred to as County and HALO UNLIMITED, INC., dba INFANT HEARING SCREENING SPECIALISTS hereinafter referred to as Contractor.

WHEREAS, County may contract with private businesses for infant hearing screening services when certain requirements are met; and

WHEREAS, Contractor is a private firm specializing in providing infant hearing screening services; and whose services are needed on an intermittent basis; and

WHEREAS, pursuant to California Health and Safety Code Sections 1441 and 1445, County has established and operates, through its Department of Health Services (hereafter "DHS"), Harbor-UCLA Medical Center (H-UCLA) and Olive View-UCLA Medical Center (OV-UCLA), (collectively hereafter "Medical Center"); and

WHEREAS, State of California has established and operates the California Newborn Hearing Screening Program through its Department of Health Services and provides guidelines for the initial infant hearing screening test for all newborns; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Code Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K and L are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or

interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - California Children's Services Manual of Procedures
- 1.3 EXHIBIT C - Infant Audiology Assessment Guidelines
- 1.3 EXHIBIT D - Infant Reporting Form Data Sheets
- 1.4 EXHIBIT E - Contractor's EEO Certification
- 1.5 EXHIBIT F - County's Administration
- 1.6 EXHIBIT G - Contractor's Administration
- 1.7 EXHIBIT H - Contractor Acknowledgment and Confidentiality Agreement
- 1.8 EXHIBIT I - Jury Service Ordinance
- 1.9 EXHIBIT J - Safely Surrendered Baby Law
- 1.10 EXHIBIT K - Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability & Accountability Act of 1996 (HIPAA)
- 1.11 EXHIBIT L - Harbor-UCLA Medical Center Hepatitis B Vaccination Information Form

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersede all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-paragraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 **Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A, attached to this Contract.
- 2.2 **Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with County to perform or execute the work covered by the Statement of Work.
- 2.3 **Contractor Project Manager:** The individual designated by Contractor to administer the Contract operations after the Contract award.
- 2.4 **County Project Director:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract that cannot be resolved by the County's Project Manager.
- 2.5 **County Project Manager:** Person designated by County's Project Director to manage the operations under this Contract.
- 2.6 **Day(s):** Calendar day(s) unless otherwise specified.
- 2.7 **DHS:** Department of Health Services
- 2.8 **Director:** Director of Health Services or his authorized designee
- 2.9 **Medical Center:** Facility in which services are performed under this Contract.
- 2.10 **Harbor-UCLA Medical Center:** H-UCLA
- 2.11 **Olive View-UCLA Medical Center:** OV-UCLA
- 2.12 **Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

3.0 WORK

- 3.1 Pursuant to the provisions of this Contract, Contractor shall fully perform, complete and deliver on time, all services as set forth in Exhibit A, Statement of Work, attached herein by reference.
- 3.2 If Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of Contractor, and Contractor shall have no claim whatsoever against County.
- 3.3 Delegate authority to the Director to add or remove facilities as necessary to perform the same services at the same rate.

4.0 TERM OF CONTRACT

- 4.1 The term of this Contract shall be five (5) years effective July 1, 2007 through June 30, 2012 unless sooner terminated or extended, in whole or in part, as provided in this Contract.
- 4.2 Contractor shall notify DHS when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, Contractor shall send written notification to DHS at the address herein provided in Exhibit F - County's Administration.

5.0 BILLING AND PAYMENT

- 5.1 Contractor shall bill County at the rate of \$ 29.00 per patient.
- 5.2 Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, Contractor shall send written notification to DHS at the address herein provided in Exhibit F - County's Administration.
- 5.4 **No Payment for Services Provided Following Expiration/Termination of Contract**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such

payment from Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

- 5.5.1 Contractor shall invoice County only for providing the services as specified in Exhibit A - Statement of Work. Contractor shall prepare invoices, which shall include the payment owed to Contractor by County under the terms of this Contract. The Contractor's payments shall be as identified in Sub-paragraph 5.2 above and Contractor shall be paid only for the services approved in writing by County. If County does not approve work in writing no payment shall be due to Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Sub-Paragraph 5.2, at the rate of \$29.00 per patient.
- 5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the services, work hours, and facility for which payment is claimed.
- 5.5.4 Contractor shall submit the monthly invoices to County by the 15th calendar day of the month following the month of service.
- 5.5.5 All invoices under this Contract shall be submitted in two (2) copies to:
 - Harbor-UCLA Medical Center, Box 479, 1000 W. Carson St. (Bldg. D 3.5), Torrance, CA 90502, Attn: Head, General Accounting Unit
 - Olive View-UCLA Medical Center, 14445 Olive View Drive, Sylmar, CA 91342, Attn: Finance Division.
- 5.5.6 All invoices submitted by Contractor for payment must have the written approval of the County's Project Manager, or his/her designee prior to any payment thereof. In no event shall County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld, and in no instance will such approval take more than two (2) weeks from receipt of properly prepared invoices by County.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

The Director or his duly authorized designee shall have the authority to administer this Contract on behalf of County. Director retains professional and administrative responsibility for the services rendered under this Contract. This general responsibility does not relieve Contractor of its specific duties stated elsewhere under this Contract, including but not limited to the obligations: (1) to perform its professional services according to customary quality of care standards in the community and under this Contract, and (2) to defend County and other named agencies and individuals for claims and to indemnify them for any resultant damages based upon Contractor's failure or alleged failure to satisfy such quality of care standards. Contractor agrees to extend to Director, or to authorized Federal, State, County, and local governmental representatives, the right to review and monitor Contractor's program(s), policies, procedures, and financial and/or other records, and to inspect its business offices, facilities and/or County work site areas, for contractual compliance.

A listing of all County Administration referenced in the following Sub-paragraphs are designated in Exhibit F - County's Administration. County shall notify Contractor in writing of any change in the names or addresses shown.

Director retains professional and administrative responsibility for services rendered under this agreement.

6.1 County's Project Director

Responsibilities of the County's Project Director include:

- ensuring that the objectives of this Contract are met; and
- providing direction to Contractor in the areas relating to County policy, information requirements, and procedural requirements.

6.2 County's Project Manager

The responsibilities of the County's Project Manager include:

- meeting with the Contractor's Project Manager on a regular basis; and
- inspecting any and all services, provided by or on behalf of Contractor.

The County's Project Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR

7.1 Contractor's Project Manager

7.1.1 The Contractor's Project Manager is designated in Exhibit G- Contractor's Administration. Contractor shall notify County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with County's Project Manager and County's Contract Project Monitor on a regular basis.

7.2 Approval of Contractor's Staff

County has the absolute right to approve or disapprove all of the Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.3 Contractor's Staff Identification

All of Contractor's employees assigned to County facilities are required to have a County Identification (ID) badge on their person and visible at all times. The Medical Center will supply the initial badge to Contractor's employees at no cost to Contractor or Contractor's employees. All replacement badge(s) will be charged to the Contractor's employees at a fee set forth by the County Project Director or his/her designee.

7.3.1 Contractor is responsible to ensure that employees have obtained a County ID badge before they are assigned to work in a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County ID badge on their person.

7.3.2 Contractor shall notify County within one business day when staff is terminated from working under this Contract. Contractor shall retrieve and return an employee's ID badge to County on the next business day after the employee has terminated employment with Contractor.

- 7.3.3 If County requests the removal of Contractor's staff, Contractor shall retrieve and return an employee's ID badge to County on the next business day after the employee has been removed from working on the County's Contract.

7.4 Background and Security Investigations

- 7.4.1 At any time prior to or during the term of this Contract, County may require that all Contractor's staff performing work under this Contract undergo and pass, to the satisfaction of County, a background investigation, as a condition of beginning and continuing to work under this Contract. County shall use its discretion in determining the method of background clearance to be used, up to and including a County performed fingerprint security clearance. The fees associated with obtaining the background information shall be at the expense of Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.
- 7.4.2 County may request that the Contractor's staff be immediately removed from working on the County Contract at any time during the term of this Contract. County will not provide to Contractor or to the Contractor's staff any information obtained through County conducted background clearance.
- 7.4.3 County may immediately, at the sole discretion of County, deny or terminate facility access to the Contractor's staff that does not pass such investigation(s) to the satisfaction of County whose background or conduct is incompatible with County facility access.
- 7.4.4 Disqualification, if any, of the Contractor's staff, pursuant to this Sub-paragraph, shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.5 Confidentiality

- 7.5.1 Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all

applicable federal, State or local laws, ordinances, regulations and directives relating to confidentiality.

7.5.2 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality provisions of this Contract.

7.5.3 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit H.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, term, Contract Sum, payments, or any term or condition included under this Contract, an Amendment shall be prepared and executed by Contractor and by the Board of Supervisors.

8.1.2 The County's Board of Supervisors or Chief Administrative Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Administrative Officer. To implement such changes, an Amendment to the Contract shall be prepared and executed by Contractor and by the Board of Supervisors.

8.1.3 The Director or his/her designee and/or Board of Supervisors, may at his/her/their sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared and executed by Contractor and by Director and/or Board of Supervisors.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior

written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Sub-paragraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which Contractor may have against County.

8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.3 If any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

Contractor represents and warrants that the person executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this

Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by Contractor under this Contract shall also be reduced correspondingly. The County's notice to Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, Contractor shall continue to provide all of the services set forth in this Contract.

8.5 COMPLAINTS

Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

- 8.5.1 Within ten (10) business days after Contract effective date, Contractor shall provide County with the Contractor's policy for receiving, investigating and responding to user complaints.
- 8.5.2 County will review the Contractor's policy and provide Contractor with approval of said plan or with requested changes.
- 8.5.3 If County requests changes in the Contractor's policy, Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.
- 8.5.4 If, at any time, Contractor wishes to change the Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
- 8.5.5 Contractor shall preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

8.5.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

8.5.7 Copies of all written responses shall be sent to the County's Project Manager within three (3) business days of mailing to the complainant.

8.6 COMPLIANCE WITH APPLICABLE LAW

8.6.1 Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 Contractor shall indemnify and hold harmless County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with Exhibit E - Contractor's EEO Certification.

8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.8.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is

attached as Exhibit I and incorporated by reference into and made a part of this Contract.

8.8.2 Written Employee Jury Service Policy.

1. Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under the Contract, the Subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract

agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.
4. Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.9 CONFLICT OF INTEREST

- 8.9.1 No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully

influence the County's approval or ongoing evaluation of such work.

8.9.2 Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Contract.

8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS

8.11.1 Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN/GROW participants by job category to Contractor.

8.11.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, county employees shall be given first priority.

8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.12.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.12.2 Chapter 2.202 of the County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if County acquires information concerning the performance of Contractor on this or other contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in the Contract, debar Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts Contractor may have with County.

8.12.3 Non-responsible Contractor

County may debar a Contractor if the Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated a term of a contract with County or a nonprofit corporation created by County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against County or any other public entity.

8.12.4 Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, the Department will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of

the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.

5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.12.5 Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

**8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S
COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply Contractor with the poster to be used.

**8.14 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD
SUPPORT COMPLIANCE PROGRAM**

8.14.1 Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

8.14.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.15 COUNTY'S QUALITY ASSURANCE PLAN

County or its agent will evaluate the Contractor's performance under this

Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Contract or impose other penalties as specified in this Contract.

8.16 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.16.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.16.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

8.17 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.17.1 Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all

covered employees for the period prescribed by law.

8.17.2 Contractor shall indemnify, defend, and hold harmless, County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.18 FACSIMILE REPRESENTATIONS

County and Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Subparagraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

8.19 FAIR LABOR STANDARDS

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which County may be found jointly or solely liable.

8.20 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.21 INDEPENDENT CONTRACTOR STATUS

- 8.21.1 This Contract is by and between County and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- 8.21.2 Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
- 8.21.3 Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of 'Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of Contractor pursuant to this Contract.
- 8.21.4 Contractor shall adhere to the provisions stated in Sub-paragraph 7.5 - Confidentiality.

8.22 INDEMNIFICATION

Contractor shall indemnify, defend and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.23 GENERAL INSURANCE REQUIREMENTS

Without limiting the Contractor's indemnification of County and during the term of this Contract, Contractor shall provide and maintain, and shall require all of its Subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by County. Such coverage shall be provided and maintained at the Contractor's own expense.

8.23.1 Evidence of Insurance: Certificate(s) or other evidence of coverage satisfactory to County shall be delivered to:

Chief, Contracts and Grants Division
Department of Health Services
313 N. Figueroa St., 6th Floor East
Los Angeles, CA 90012

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverages required in this Contract;
- Contain the express condition that County is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding County, its Special Districts, its officials, officers and employees as insureds for all activities arising from this Contract; and
- Identify any deductibles or self-insured retentions for the County's approval. County retains the right to require Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to County, or, require Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense.

Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.23.2 Insurer Financial Ratings: Insurance is to be provided by an insurance company acceptable to County with an A.M. Best rating of not less than A:VII unless otherwise approved by County.

8.23.3 Failure to Maintain Coverage: Failure by Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to County, shall constitute a material breach of the Contract upon which County may immediately terminate or suspend this Contract. County, at its sole option, may obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

8.23.4 Notification of Incidents, Claims or Suits: Contractor shall report to County:

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against Contractor and/or County. Such report shall be made in writing within 24 hours of occurrence.
- Any third party claim or lawsuit filed against Contractor arising from or related to services performed by Contractor under this Contract.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County's Project Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to Contractor under the terms of this Contract.

8.23.5 Compensation for County Costs: In the event that Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to County, Contractor shall pay full compensation for all costs incurred by County.

8.23.6 Insurance Coverage Requirements for Subcontractors: Contractor shall ensure any and all Subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- Contractor providing evidence of insurance covering the activities of Subcontractors, or
- Contractor providing evidence submitted by Subcontractors evidencing that Subcontractors maintain the required insurance coverage. County retains the right to obtain copies of evidence of Subcontractor insurance coverage at any time.

8.24 INSURANCE COVERAGE REQUIREMENTS

8.24.1 General Liability insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.24.2 Automobile Liability written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

8.24.3 Workers' Compensation and Employers' Liability insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which Contractor is responsible. If the Contractor's employees will be engaged in maritime employment, coverage shall provide workers' compensation benefits as required by the

U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which Contractor is responsible. In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease - policy limit:	\$1 million
Disease - each employee:	\$1 million

- 8.24.4 Professional Liability** insurance covering liability arising from any error, omission, negligent or wrongful act of Contractor, its officers or employees with limits of not less than \$1 million per occurrence and \$3 million aggregate. The coverage also shall provide an extended two (2) year reporting period commencing upon termination or cancellation of this Contract.

8.25 LIQUIDATED DAMAGES

- 8.25.1 If, in the judgment of the Director, or his/her designee, Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to Contractor from County, will be forwarded to Contractor by Director or his/her designee, in a written notice describing the reasons for said action.
- 8.25.2 If the Director, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Director, or his/her designee, deems are correctable by Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to Contractor to correct the deficiency within specified time frames. Should Contractor fail to correct deficiencies within said time frame, the Director, or his/her designee, may:

(a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or

(b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, hereunder, and that Contractor shall be liable to County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to Contractor; and/or

(c) Upon giving five (5) days notice to Contractor for failure to correct the deficiencies, County may correct any and all deficiencies and the total costs incurred by County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to Contractor from County, as determined by County.

8.25.3 The action noted in Sub-paragraph 8.25.2 shall not be construed as a penalty, but as adjustment of payment to Contractor to recover County cost due to the failure of Contractor to complete or comply with the provisions of this Contract.

8.25.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Sub-paragraph 8.25.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.26 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to County.

8.27 NONDISCRIMINATION AND AFFIRMATIVE ACTION

- 8.27.1 Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- 8.27.2 Contractor shall certify to, and comply with, the provisions of Exhibit E - Contractor's EEO Certification.
- 8.27.3 Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.27.4 Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.
- 8.27.5 Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

- 8.27.6 Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.27 when so requested by County.
- 8.27.7 If County finds that any provisions of this Sub-paragraph 8.27 have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate or suspend this Contract. While County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by County that Contractor has violated the anti-discrimination provisions of this Contract.
- 8.27.8 The parties agree that in the event Contractor violates any of the anti-discrimination provisions of this Contract, County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.28 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict DHS from acquiring similar, equal or like goods and/or services from other entities or sources.

8.29 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.30 NOTICE OF DISPUTES

Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Director, or designee shall resolve it.

8.31 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.32 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit J of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.33 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibit F - County's Administration and Exhibit G - Contractor's Administration. Addresses may be changed by either party giving 10 days' prior written notice thereof to the other party. The Director or his/her designee shall have the authority to issue all notices or demands required or permitted by County under this Contract.

8.34 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, Contractor and County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one

party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.35 PUBLIC RECORDS ACT

8.35.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.37 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Invitation for Bid (IFB) used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.35.2 In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

8.36 PUBLICITY

8.36.1 Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publishing its role under this Contract within the following conditions:

- Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of County without the prior written consent of the County's Project Director. County shall not unreasonably withhold written consent.

8.36.2 Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with, provided that the requirements of this Sub-paragraph 8.36 shall apply.

8.37 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

- 8.37.1 In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- 8.37.2 Failure on the part of Contractor to comply with any of the provisions of this Sub-paragraph 8.37 shall constitute a material breach of this Contract upon which County may terminate or suspend this Contract.
- 8.37.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
- 8.37.4 In addition to the above, Contractor agrees, should County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable County

to evaluate the Contractor's compliance with the County's Living Wage Program, that Contractor shall promptly and without delay provide to County, upon the written request of County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to County under this Contract is for the purpose of enabling County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.38 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.39 SUBCONTRACTING

- 8.39.1 The requirements of this Contract may not be subcontracted by Contractor without the advance approval of County. Any attempt by Contractor to subcontract without the prior consent of County may be deemed a material breach of this Contract.
- 8.39.2 If Contractor desires to subcontract, Contractor shall provide the following information promptly at the County's request:
- A description of the work to be performed by the Subcontractor;
 - A draft copy of the proposed subcontract; and
 - Other pertinent information and/or certifications requested by County.
- 8.39.3 Contractor shall indemnify and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
- 8.39.4 Contractor shall remain fully responsible for all performances required of it under this Contract, including those that Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.39.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
- 8.39.6 The County's Project Director is authorized to act for and on behalf of County with respect to approval of any subcontract and Subcontractor employees.
- 8.39.7 Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.39.8 Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to:

Chief, Contracts and Grants Division
Department of Health Services
313 N. Figueroa St., 6th Floor East
Los Angeles, CA 90012

before any Subcontractor employee may perform any work hereunder.

8.40 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.14 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which County may terminate this Contract pursuant to Sub-paragraph 8.42 - Termination for Default and pursue debarment of Contractor, pursuant to County Code Chapter 2.202.

8.41 TERMINATION FOR CONVENIENCE

8.41.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.41.2 After receipt of a notice of termination and except as otherwise directed by County, Contractor shall:

- Stop work under this Contract on the date and to the extent

specified in such notice, and

- Complete performance of such part of the work as shall not have been terminated by such notice.

8.41.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with Sub-paragraph 8.37, Record Retention & Inspection/Audit Settlement.

8.42 TERMINATION FOR DEFAULT

8.42.1 County may, by written notice to Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.

8.42.2 In the event that County terminates this Contract in whole or in part as provided in Sub-paragraph 8.42.1, County may procure, upon such terms and in such manner as County may deem appropriate, goods and services similar to those so terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this Sub-paragraph.

8.42.3 Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any such excess costs of the type identified

in Sub-paragraph 8.42.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.42.3, the term "Subcontractor" and "Subcontractors" mean Subcontractor(s) at any tier.

8.42.4 If, after County has given notice of termination under provisions of this Sub-paragraph 8.42, it is determined by County that Contractor was not in default under the provisions of this Sub-paragraph 8.42, or that the default was excusable under the provisions of Sub-paragraph 8.42.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.41 - Termination for Convenience.

8.42.5 The rights and remedies of County provided in this Sub-paragraph 8.42 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.43 TERMINATION FOR IMPROPER CONSIDERATION

8.43.1 County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by

Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.43.2 Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.43.3 Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.

8.44 TERMINATION FOR INSOLVENCY

8.44.1 County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for Contractor; or
- The execution by Contractor of a general assignment for the benefit of creditors.

8.44.2 The rights and remedies of County provided in this Sub-paragraph 8.44 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.45 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of Contractor or any County Lobbyist or County Lobbying firm retained by Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately terminate or suspend this Contract.

8.46 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. County shall notify Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.47 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.48 WAIVER

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.48 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.49 WARRANTY AGAINST CONTINGENT FEES

8.49.1 Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.

8.49.2 For breach of this warranty, County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT OF 1996 (HIPAA)

County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Contract, Contractor provides services to County and Contractor receives, has access to, and/or creates Protected Health Information as defined in Exhibit K, attached herein as reference, in order to provide those services. County and Contractor therefore agree to the terms of Exhibit K, Contractor's Obligations As a "Business Associate" Under Health Insurance Portability & Accountability Act of 1996 (HIPAA).

9.2 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM

9.2.1 This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.2.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to

obtain or retain certification as a Local Small Business Enterprise.

9.2.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.2.4 If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:

1. Pay to County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if Contractor is no longer eligible for certification as a result in a change of their status and Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Health Services and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officers, the day, month and year first above written.

COUNTY OF LOS ANGELES

By _____
Bruce A. Chernof, M.D.
Director and Chief Medical Officer

HALO UNLIMITED, INC., dba INFANT
HEARING SCREENING SPECIALISTS
Contractor

By Leonardo Macitaddo
Signature

LEONARDO MACITADDO
Printed Name

CEO
Title

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL:

Raymond G. Fortner, Jr.
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Cara O'Neill, Chief
Contracts and Grants Division

CDINFHEAR.amb
01/29/07

EXHIBIT A

STATEMENT OF WORK

STATEMENT OF WORK

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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

Contractor shall provide Medical Center with initial hearing screening services for newborns and infants prior to discharge from the Medical Center's neonatal services and newborn nursery, and make referrals to licensed audiologists for infants who fail the initial testing. There are approximately 1,050 infants who need screenings annually at each Medical Center. All such services shall be provided in accordance with California Children's Services (CCS) Manual of Procedures, Chapter 3, Provider Standards Infant Hearing Screening Services, 3.42.1-8, March 2006, attached to Contract as Exhibit B and Infant Audiology Assessment Guidelines, attached to Contract as Exhibit C. The specific scope of work to be performed under Contract is identified in Paragraph 8.0, Specific Work Requirements of this SOW.

2.0 ADDITION/DELETION OF SPECIFIC WORK REQUIREMENTS

All changes to this SOW must be made as specified by Contract, Sub-Paragraph 8.0, Standard Terms and Conditions. Addition and deletion of specific work requirements must be made by a formal written amendment approved by both parties.

3.0 QUALITY CONTROL

Contractor shall establish and utilize a comprehensive Quality Control Plan to assure County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the County Contract Project Manager for review. The Plan shall include, but may not be limited to the following:

- 3.1 Method of monitoring to ensure that Contract requirements are being met;
- 3.2 A record of all reviews conducted by Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to County upon request.

4.0 QUALITY ASSURANCE PLAN

County will evaluate the Contractor's performance under Contract using the quality assurance procedures as specified by Contract, Paragraph 8.0, Standard Terms and Conditions, and Sub-Paragraph 8.15, County's Quality Assurance Plan.

4.1 Contractor shall ensure and monitor no less than quarterly the following:

- A minimum of 95% of newborns born in the hospital are screened prior to discharge.
- 100% of the newborns and infants receiving services in Medical Center's approved neonatal intensive care unit (NICU) receive a hearing screening prior to discharge.

4.2 Contractor shall evaluate, during the first six (6) months of program operation, for the program as a whole and for each individual screener, to ensure the following parameters are not exceeded:

- If Automated Brainstem Auditory Evoked Response (ABR) screening equipment is used, there is no greater than a 10% refer rate.
- If Otcoustical Auditory Emissions (OAE) screening equipment is used, there is no greater than a 20% refer rate.
- If a combination of hearing screening equipment is used, there is no greater than a 10% refer rate.

4.3 Contractor shall evaluate, after the first six (6) months of program operation, for the program as a whole and for each individual screener, to ensure the following parameters are not exceeded:

- If ABR screening equipment is used, there is no greater than a 5% refer rate.
- If OAE screening equipment is used, there is no greater than a 10% refer rate.
- If a combination of hearing screening equipment is used, there is no greater than a 5% refer rate.

4.4 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 DEFINITIONS

Refer to Contract, Paragraph 2.0, Definitions, for explanation of County definitions used in this SOW.

6.0 RESPONSIBILITIES

The County's and the Contractor's respective responsibilities are as follows:

COUNTY

6.1 Personnel

County will administer the Contract according to the Contract, Paragraph 6.0, Administration of Contract - County. Specific duties shall include:

- 6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2 Providing direction to Contractor in areas relating to policy, information and procedural requirements.
- 6.1.3 Preparing Amendments in accordance with the Contract, Paragraph 8.0, Standard Terms and Conditions, Sub-Paragraph 8.1, Amendments.
- 6.1.4 Notifying on-site screener(s) of infants to be discharged each morning.
- 6.1.5 Providing in-kind space, if available, for administrative tasks such as recordkeeping or documenting activities.

CONTRACTOR

6.2 Project Manager Responsibilities

- 6.2.1 Contractor's Project Manager shall ensure all duties are performed as defined in Paragraph 8.0 of this SOW.
- 6.2.2 Project Manager shall act as the central point of contact with County. County must have access to the Project Manager twenty-four (24) hours per day, 365 days per year. Contractor shall provide a telephone number where the Project Manager or his/her designee may be reached on a twenty-four (24) hour basis.
- 6.2.3 Project Manager shall have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Project Manager shall be able to effectively communicate in English, both orally and in writing.

6.3 Personnel

- 6.3.1 Contractor shall assign a sufficient number of trained employees who have passed a competency test, acceptable to the Medical Center Administrator, or his/her designee to perform the required work.
- 6.3.2 Contractor may be required to background check their employees as set forth in Sub-Paragraph 7.4 – Background & Security Investigations, of the Contract.
- 6.3.3 Contractor personnel providing services at H-UCLA shall complete a health screening examination on a semi-annual or annual basis provided by H-UCLA, at no cost to Contractor, to comply with The Joint Commission and Section 70723, Title 22, California Code of Regulations and shall be required to sign a consent/declaration form attached to the Contract as Exhibit L.
- 6.3.4 Contractor personnel providing services at OV-UCLA shall ensure that each person who performs patient care services under this Contract is examined by a California licensed physician or other licensed medical practitioner such as physician assistants and nurse practitioners on an annual or biannual basis, at Contractor's expense, as required by The Joint Commission and Section 70723, Title 22, California Code of Regulations.

Contractor shall provide OV-UCLA, upon request, with evidence that each of its personnel is free of infectious/contagious disease(s) which would interfere with the person's ability to perform services under this Contract, or which could be transmitted in the work place, that each such person is immunized against common communicable diseases, that each such person has received an initial chest x-ray, an annual TB skin test or TB symptoms evaluation or periodic chest x-ray, a measles (Rubeola) and Rubella antibody titer demonstrating immunity and/or vaccination, and that each such person has been offered a Hepatitis B antibody titer demonstrating immunity and/or vaccination. In those instances where persons have no demonstrated Hepatitis B immunity, and have refused vaccination, a waiver to that effect must be on file and provided to OV-UCLA upon request.

Written certification that such person is free of infectious disease(s), has been tested and/or vaccinated as required above, and physically able to perform the duties described in this Contract shall be retained by Contractor for purposes of inspection and audit and made available to OV-UCLA upon request. Contractor personnel provided under this Contract must have completed the above tests prior to performing any work under this Contract.

6.4 Materials/Supplies

Contractor shall provide all necessary materials and supplies to complete screenings. Materials and supplies may be stored at the Medical Center if space is approved by the County Project Manager or his/her designee.

6.5 Equipment/Equipment Storage

Contractor shall ensure all equipment used in the performance of this contract is safety checked, serviced, calibrated and regularly provided with preventive maintenance according to manufacturer's recommendations and Medical Center requirements at no expense to County. Documentation of equipment safety, service or maintenance shall be made available by Contractor upon request by County Project Manager or his/her designee. Equipment may be stored at the Medical Center if space is available as approved by the County Project Manager or his/her designee.

6.6 Risk Management Program

Contractor shall, in association with Medical Center Project Manager, develop and maintain an equipment Risk Management Program. Such program shall require written documentation of all medical incidents that involve medical equipment covered under this contract, whereby such equipment has or may have caused or contributed to a patient's injury, serious illness, or death. Such documentation shall describe the incident, the medical equipment involved in the medical incident, and any subsequent examination of such equipment.

The County Project Director, or his/her designee, in consultation with Contractor and Medical Center's Risk Manager, shall provide direct oversight of all activities to decommission, sequester, and examine any medical equipment which has been involved in a medical incident. Neither party shall use, clean, discard, alter, or

repair any medical equipment involved in such incident prior to said equipment's examination.

6.7 Identification Badges

6.7.1 Contractor employees assigned to Medical Center shall wear a badge issued by the Medical Center when performing work at the Medical Center.

6.7.2 Contractor shall ensure their employees are appropriately identified as set forth in Sub-Paragraph 7.3 – Contractor's Staff Identification, of the Contract.

6.8 Contractor's Office

Contractor shall maintain an office with a telephone number in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, the Contractor Project Manager, or his/her designee must respond to calls from County Contract Project Manager or his/her designee within four (4) hours of receipt of the call.

7.0 HOURS/DAYS OF WEEK

Contractor shall provide services as needed and identified in this SOW, seven (7) days a week, including holidays. Hours will be negotiable between County and Contractor, but are not expected to exceed 2-3 hours per day at each Medical Center.

8.0 SPECIFIC WORK REQUIREMENTS

The specific work requirements and Contractor responsibilities for this Contract are as follows:

- Perform auditory screening on-site at Medical Center for newborns and infants upon request of County Project Manager and/or authorized staff physicians or their designees.
- Provide Auditory Screening approved for newborns and infants, in accordance with CCS regulations, as referenced in Exhibits B and C of this Contract.
- Provide any additional retesting and/or necessary outpatient exams as required by the Newborn Hearing Screening Program (NHSP) standards for California.

- Adhere to any change in State of California standards to perform required services.
- Ensure each screening results in a "pass" or "referral" rating.
- Provide a minimum of one ABR Unit.
- Ensure each newborn receives ABR screening prior to discharge from the NICU.
- Ensure each infant receives either OAE Screening or ABR screening, prior to discharge from the Wellborn Nursery.
- Complete infant reporting form(s) as attached in Exhibit D of Contract for each screening. Copies shall be submitted to the Southern California Hearing Coordinating Center by fax or other electronic transmission. Additionally, one (1) copy of the data sheets shall be provided to the Medical Center's Director of the NHSP or his/her designee.
- Make appropriate referrals to CCS licensed paneled audiologists in good standing, for all newborns and infants who fail the hearing screening on the second attempt, and concurrently with the referral, prepare and submit the Children's Services Application and Request for Authorization and notify the Director of NHSP at the Medical Center of the referral.
- Provide all necessary supplies and materials to complete the screenings.
- Ensure that all equipment is maintained according to the manufacturer's specifications and maintenance records are stored at the Medical Center for review upon request and in accordance with The Joint Commission requirements.
- Ensure all incident reports are made available to County Project Manager or his/her designee that involve accidents from equipment resulting in harm to patients.

CALIFORNIA CHILDREN'S SERVICES MANUAL OF PROCEDURES

CHAPTER 3 – PROVIDER STANDARDS**INFANT HEARING SCREENING SERVICES****3.42 STANDARDS FOR INFANT HEARING SCREENING SERVICES****3.42.1 INPATIENT INFANT HEARING SCREENING PROVIDER****A. Definition**

An Inpatient Infant Hearing Screening Provider shall be a CCS-approved hospital with licensed perinatal services or a CCS-approved neonatal intensive care unit (NICU) capable of offering and providing the initial inpatient hearing screening tests to all newborns and infants, during their birth admission or NICU admission, as part of the California Newborn Hearing Screening Program (NHSP).

B. General Requirements and Procedures for Approval

1. The Inpatient Infant Hearing Screening Provider shall be a CCS-approved hospital that has licensed perinatal services and/or a CCS-approved NICU.
2. Application for participation in the program shall be sent to:

 California Department of Health Services
 Children's Medical Services Branch/Hearing & Audiology Services Unit
 MS 8103
 PO Box 997413
 Sacramento, CA 95899-7413
3. A hospital that meets the requirements identified in these standards, determined by a review of the application, supporting documents and a site visit(s), shall be certified as an Inpatient Infant Hearing Screening Provider.
4. Changes in professional staff whose qualifications are incorporated into any portion of these standards shall be reported to Children's Medical Services (CMS) Branch, or its designee, within one week of the change in a format to be specified by the Department of Health Services (DHS).
5. Initial certification shall be valid for one year, after which re-certification shall be required. The duration of the re-certification approval shall be based on quality indicators established by DHS, such as screening rate, refer rate, percent of babies discharged before being offered or receiving a hearing screen, and other indicators specified by the NHSP.
6. A hospital that contracts with another entity to provide newborn hearing screening services shall assure that all standards identified in this document are met in the provision of services.

C. Requirements for Participation

1. Staff

- a. The hospital shall designate one person as the director of the Inpatient Infant Hearing Screening Services who is responsible for management of the newborn hearing screening program, including training and oversight of the individuals performing the screening, reporting, staff and parent education, and coordination of services and follow-up.
- b. The director shall be either a CCS-paneled neonatologist, a CCS-paneled pediatrician, or CCS-paneled otolaryngologist with admitting privileges to the hospital; or a CCS paneled audiologist or a registered nurse who is employed by the hospital.
- c. Infant hearing screening services shall be performed by individuals meeting competency criteria established by the NHSP. The program director shall certify and document that screeners meet competency levels. Copies of completed competency checklists shall be maintained by the hospital.

2. Facility and Equipment

- a. Infant hearing screening services shall be performed using FDA-approved otoacoustic emissions and/or evoked potential testing that detects a mild (30-40 dB) hearing loss in infants and newborns.
- b. Use of screening equipment shall be in accordance with manufacturer's protocols and stated norms.
- c. The choice of equipment shall be reviewed by a CCS-paneled audiologist and reflect knowledge of professional peer-reviewed literature and current audiological practice. The hospital shall obtain written confirmation from the manufacturer that the equipment meets the criteria in a. above.
- d. Equipment shall be calibrated in accordance with the manufacturer's recommendation and a log shall be kept documenting the dates of calibration, repair or replacement of parts.
- e. Disposable components of the equipment shall not be reused.

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CHAPTER 3 – PROVIDER STANDARDS

INFANT HEARING SCREENING SERVICES

- f. There shall be adequate space for performing the screening procedures and for equipment storage. A quiet environment shall be available for repeat hearing screenings prior to discharge, when necessary.

3. Services

- a. The hospital shall have protocols, policies, and procedures in place that define the facility's newborn hearing screening program; the staff training criteria; staff roles and responsibilities; materials distributed to parents; system for provider notification; referral and follow-up procedures; and protocols for screening or referral of babies who were discharged before hearing screening was offered or done.
- b. There shall be consultation by a CCS-paneled audiologist in the development, maintenance and ongoing review, no less than annually, of a hospital's newborn hearing screening program. The audiologist's signature shall appear on an addendum to the policies and procedures and/or there shall be a letter from the audiologist verifying concurrence with the hospital's program.
- c. The hospital shall offer a hearing screening to all infants born in the facility.
- d. The hospital shall have parents sign a waiver if a hearing screening is refused. The hospital shall give the parents the appropriate DHS developed brochure, or equivalent material that has been approved by CMS or its designee.
- e. The hospital shall re-screen a newborn prior to discharge if the infant does not pass the initial hearing screening test in each ear.
- f. The hospital shall inform all parents, in writing, of the results of the hearing screening, prior to hospital discharge, as well as provide written material regarding the results of the inpatient hearing screen and the scheduled follow-up appointment, when indicated.
- g. The hospital shall include the results of the hearing screening in the infant's medical record.
- h. The hospital shall schedule an outpatient hearing re-screen appointment with an Outpatient Infant Hearing Screening Provider that shall be within four weeks following discharge for those infants who do not pass the hospital hearing screening in each ear. This appointment shall be scheduled prior to the infant's discharge and the

parents notified of the appointment place, date and time in writing. The provider and appointment date and time shall be documented in the medical record.

- i. For infants discharged before hearing screening was offered or done, the hospital shall contact the parents and shall schedule an initial hearing screening appointment with an Outpatient Infant Hearing Screening Provider. The appointment shall be within four weeks of hospital discharge. The provider and appointment date and time shall be documented in the medical record.

- j. The hospital shall perform a hearing screening on all newborns and infants in a CCS-approved NICU and shall re-screen an infant prior to discharge if the infant does not pass the initial hearing screening in each ear.

- 1.) The hearing screening test shall be performed when the infant's medical condition warrants.

- 2.) In addition to e. through g. above, for NICU infants who refer, the hospital shall

- a. Perform a diagnostic audiological evaluation on infants who do not pass the hearing re-screen in each ear, provided the hospital has the equipment and audiologic staff to complete a comprehensive diagnostic audiology evaluation as defined by the Infant Audiology Assessment Guidelines; or

- b. Schedule the evaluation as an outpatient with a CCS-approved Type C Communication Disorders Center or equivalent facility approved by the infant's insurance, if the availability of adequate staff, equipment or time prohibits the completion of the diagnostic evaluation as defined in the guidelines. The appointment shall be scheduled as soon as possible following hospital discharge. The provider and appointment date and time shall be documented in the medical record.

- c. Assist the family in completing a CCS program application and shall fax the application, completed CCS Request for Service form and the hearing screening results to the appropriate county CCS program. The referral shall be documented in the medical record.

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- 3.) If the diagnostic audiological evaluation is completed in the NICU and confirms the presence of a hearing loss, the hospital shall:
 - a.) Refer the infant to the appropriate county CCS program.
 - b.) Refer the infant to the Early Start Program (1-866-505-9388) and to other support services for deaf and hard-of-hearing children and their families.
 - c.) Distribute the California NHSP information packet to parents of these infants.
 - 4.) All diagnostic evaluation results are to be reported to the CMS Branch or its designee in a format specified by DHS.
 - k. The hospital shall provide information and education, at least annually, to the medical and nursing staff who serve pregnant women and newborns regarding the newborn hearing screening program.
 - l. The hospital shall distribute written information regarding the value and availability of the newborn hearing screening program to parents and families during the prenatal period, at a minimum through hospital-sponsored childbirth education classes and preadmission orientation. The hospital shall use DHS developed brochures or equivalent materials that have been approved by CMS or its designee.
 - m. The hospital shall participate in semi-annual meetings, facilitated by the Hearing Coordination Center, with other inpatient hearing screening providers in its geographic service area.
4. Care Coordination/Referral
- a. Prior to the infant's discharge, the hospital shall provide written information to parents on the results of the hearing screening and any scheduled follow-up appointment. The hospital shall use DHS developed brochures, or equivalent materials that have been approved by CMS, or its designee.
 - b. The hospital shall notify each infant's primary care provider in writing of the results of the hearing screening.

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- c. If an infant requires an outpatient hearing re-screen, an outpatient initial hearing screening, or an outpatient diagnostic audiological evaluation, the appointment place, date and time shall also be forwarded to the infant's primary care provider in writing.
- d. If an infant requires an outpatient hearing re-screen or an outpatient initial hearing screening, the hospital shall fax or mail the appointment notification letter to the outpatient screening provider.
- e. If an infant requires an outpatient diagnostic audiological evaluation, the hospital shall fax or mail the appointment notification letter to the diagnostic audiology provider.
- f. If the parents waive the hearing screening, notification shall be forwarded to the infant's primary care provider in writing.

5. Reporting Requirements

Each hospital certified as an Inpatient Infant Hearing Screening Provider shall report to DHS, or its designee, data on all infants receiving neonatal services, in a format and frequency specified by DHS.

6. Quality Assurance Activities

- a. The hospital shall monitor the following, no less than quarterly:
 - 1.) A minimum of 95% of newborns born in the hospital are offered hearing screening prior to discharge.
 - 2.) 100% of the newborns and infants receiving services in a CCS approved NICU receive a hearing screening prior to discharge.
 - 3.) During the first six (6) months of program operation, the hospital shall evaluate that, for the program as a whole and for each individual screener, the following parameters are not exceeded:
 - a.) If ABR screening equipment is used, there is no greater than a 10% refer rate.
 - b.) If OAE screening equipment is used, there is no greater than a 20% refer rate.

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- c.) If a combination of hearing screening equipment is used, there is no greater than a 10% refer rate.

After the first six (6) months of program operation, the hospital shall evaluate that, for the program as a whole and for each individual screener, the following parameters are not exceeded:

- a.) If ABR screening equipment is used, there is no greater than a 5% refer rate.
 - b.) If OAE screening equipment is used, there is no greater than a 10% refer rate.
 - c.) If a combination of hearing screening equipment is used, there is no greater than a 5% refer rate.
- b. The hospital shall have policies and procedures to address variations outside the parameters identified in a. above.

7. Billing

- a. Inpatient Infant Hearing Screening Providers shall submit claims for reimbursement to DHS or its fiscal intermediary using only the infant hearing screening codes identified in the NHSP Provider Manual for services provided to Medi-Cal or CCS-eligible beneficiaries, in a format specified by DHS.
- b. All billing for infant hearing screening services shall conform to the requirements specified in the NHSP Provider Manual and in the Medi-Cal Provider Manual.

3.42.1 INPATIENT INFANT HEARING SCREENING PROVIDER

Attachment A

COMPETENCY CRITERIA FOR ALL PERSONNEL PERFORMING NEWBORN HEARING SCREENING

Inpatient Infant Hearing Screening Providers shall incorporate the following competency criteria into their evaluation and monitoring of individuals performing newborn hearing screening.

Individual skills shall include the ability to:

1. Prepare the environment to perform the hearing screening:
 - a. ensures appropriate test situation with regard to ambient noise.
 - b. chooses time for testing according to hospital protocol.
2. Perform the hearing screening:
 - a. assesses infant for quiet state.
 - b. positions infant correctly.
 - c. appropriately places test equipment, such as probes, electrodes, and/or ear couplers on the infant.
 - d. operates hearing screening equipment accurately.
 - e. completes hearing screening with a valid test result.
 - f. removes and disposes of test items appropriately.
3. Perform infection control and risk management:
 - a. practices standard precautions
 - b. washes hands before and after handling each infant
 - c. cleans equipment and disposes of supplies per hospital policy and protocol after each use.
4. Collect and record test data following hearing screening:
 - a. enters/records infant information accurately.
 - b. collects and reports screening results according to hospital protocol.
5. Communicate knowledge of the Newborn Hearing Screening Program (NHSP) and hearing screening results.
 - a. explains importance of newborn hearing screening.
 - b. explains hearing screening procedure.
 - c. explains the meaning of pass or refer result of a hearing screening.
 - d. explains the referral process if indicated.

CALIFORNIA DEPARTMENT OF HEALTH SERVICES
CHILDREN'S MEDICAL SERVICES BRANCH
CALIFORNIA CHILDREN'S SERVICES PROGRAM

INFANT AUDIOLOGY ASSESSMENT GUIDELINES

I. Background

The Department of Health Services, Children's Medical Services Branch, is implementing the California Newborn Hearing Screening Program (NHSP) in California Children's Services (CCS)-approved hospitals and neonatal intensive care units (NICU). The families of infants born in CCS-approved hospitals will be offered a hearing screening prior to hospital discharge. Infants receiving care in CCS-approved NICU's will have their hearing screened. Infants who either fail to pass an inpatient and/or an outpatient hearing screening or NICU babies who fail to pass the inpatient hearing screening may be referred to you for an infant audiology assessment.

The goal of the NHSP is to have infants with hearing loss identified by three months of age and into early intervention services by six months of age. To aid in this process, the CCS Program has developed a set of guidelines for an Infant Audiology Assessment with input from the CCS Audiology Technical Advisory Committee. The document reflects a consensus recommendation as to the current standards of practice for performing a pediatric diagnostic test battery on children from birth to twelve months of age.

The goals of the guidelines are to assist in your 1) establishment of frequency-specific thresholds in each ear; 2) determination of the type, degree, configuration and site of hearing loss; and 3) selection, fitting and verification of amplification and introduction to intervention options. These are recommended guidelines; professional clinical decisions will determine the order and choice of tests. A complete audiologic assessment and communication with parents about results and options should be expected to occur over several sessions. The CCS Program will authorize the reimbursement of the procedures in this recommended guideline when performed by a CCS-approved Type C Communication Disorders Center (or Level 3 Hearing and Speech Center) for infants eligible for the CCS program.

It is imperative that in the pursuit of early identification of hearing loss and entrance into early intervention services that the rights of infants and families are guaranteed through informed choice, decision-making and consent. Infant and family information should be afforded the same level of confidentiality and security as all other medical information in practice and law. Therefore, it is highly recommended that consent to share information between audiology and other health care and educational providers be obtained.

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II. Infant Diagnostic Hearing Evaluation

The diagnostic audiologic evaluation of an infant should include both developmentally appropriate behavioral measures, objective physiologic (ABR, OAE or other) threshold measures using tonal stimuli and a measure of middle ear function.

A. The following is recommended to be performed on ALL infants referred for a diagnostic hearing evaluation:

1. History, to include family history and infant's communication development to-date
2. Otoscopic examination
3. Diagnostic OAE
(Note: may not be able to obtain low frequency emissions due to high noise floor.)
4. ABR Thresholds
Click screening at 25 dBnHL in each ear.

If the child does not pass either 3 or 4 above in both ears, continue with the procedures outlined in Section B.

5. Behavioral testing (if the infant's developmental age is 6 months or older)
If the child is at least 6 months developmental age, and awake and alert, attempts should be made to obtain ear-specific thresholds at 500-4000 Hz.

A child exhibiting responses to click stimuli at 25 dBnHL in each ear AND normal OAEs bilaterally; or normal Visual Reinforcement Audiometry (VRA) responses and normal OAE's in both ears shall be considered a pass.

B. The following testing should be done on those infants who do not pass the procedures identified in A. above.

1. Frequency specific electrophysiologic threshold (ABR or other electrophysiologic measure) using a minimum of one low frequency and one high frequency toneburst stimuli (for example 500 and 3000 Hz) in each ear.
2. Middle ear evaluation. Bone conduction ABR – threshold in each ear to determine the type of hearing loss; or tympanometry using a high frequency probe tone of 660 Hz or greater.

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3. Acoustic Reflexes
4. Auditory neuropathy evaluation

This procedure is recommended when there is:

- an abnormal ABR with present OAE's; or
- an absent ABR, regardless of OAE results.

This should be an ABR click (air conduction) >80 dBnHL, with rarefaction and condensation averaged separately to look for cochlear microphonic.

III. Parent Information

A. Children without a hearing loss

1. Provide the California NHSP "Ages and Stages" brochure
2. Remind parents to watch for development of communication skills and that hearing can be tested at any age
3. If risk indicators for late onset or progressive hearing loss are present, the primary care provider should be alerted as to the need for communication monitoring, as recommended by the Joint Committee on Infant Hearing.

B. Children with hearing loss

1. Discussion of results.
2. Provide parents with NHSP Parent Packet
3. Discuss communication options
4. Discuss audiologic intervention recommendations
5. Discuss early intervention services and referral
6. Make referral within 2 working days to the Early Start Program.
7. Discuss funding and community support services.
8. Discuss medical referral
9. Obtain consent for exchange/release of information

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IV. Reports

Coordination of services for infants is strongly recommended and written reports should be sent to the following individuals to support this.

- A. Baby's primary care provider/medical home
- B. Parent
- C. Hearing Coordination Center. (Diagnostic Audiologic Evaluation Report)
- D. Otologist/Otolaryngologist*
- E. Health plan/payor(s)
- F. Referral Source
- G. Early Intervention Program*
- H. County CCS Program
- I. Other agencies involved with infant (e.g., Regional Centers, etc.)

(*for infants with a hearing loss)

V. Amplification

As with all portions of the diagnostic evaluation the decision regarding communication options and amplification are to be made by the family with non-biased input from all professionals involved with the infant's care.

The following recommendations are considered essential in the fitting of hearing aids for infants.

- A. Following medical clearance, hearing aid evaluation and fitting should be completed as soon as possible, and before six months of age.
- B. Estimates of hearing loss and the fitting of amplification should be based on frequency specific evoked potentials and OAE information.
- C. A pediatric specific prescriptive formula should be used to set the gain and output of the hearing aids.
- D. Hearing aid performance should be verified by real-ear measurements in addition to behavioral measurements.

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VI. Recommended Reading

Cone-Wesson, B & Ramirez, G. M., (1997). Hearing sensitivity in newborns estimated from ABRs to bone-conducted sounds. Journal of the American Academy of Audiology, 8, 299-307.

Dieferdorf, A., & Gravel, J. (1996). Behavioral observation and visual reinforcement audiometry. In S. Gerber (Ed.), Handbook of pediatric audiology (pp. 55-83). Washington, DC: Gaullaudet University Press.

Gravel, J. S., & Hood, L. J. (1999). Pediatric audiologic assessment. In F. E. Musiek & W. F. Rintelmann (Eds.), Contemporary perspectives in hearing assessment (pp. 305-326). Boston: Allyn & Bacon.

Joint Committee on Infant Hearing. (2000). Year 2000 Position Statement, Principles and Guidelines for Early Hearing Detection and Intervention Programs. American Journal of Audiology, 9, 9-29.

Keefe, D. H., & Levi, E. (1996). Maturation of the middle ear and external ears: Acoustic power-based responses and reflectance tympanometry. Ear and Hearing, 17, 361-373.

Marchant, C. D. et. al. (1986) Objective diagnosis of otitis media in early infancy by tympanometry and ipsilateral acoustic reflex thresholds. Journal of Pediatrics, 109, 590-595.

Prieve, B. A., Fitzgerald, T. S., Schulte, L. E., Demp, D. T. (1997) Basic characteristics of distortion product otoacoustic emissions in infants and children. Journal of the Acoustical Society of America, 102, 2871 – 2879.

Sininger, Y.S., Abdala, C., & Cone-Wesson, B. (1997). Auditory threshold sensitivity of the human neonate as measured by the auditory brainstem response. Hearing Research, 104, 27-38.

Stápell, D. R., Gravel, J. S., & Martin, B. A. (1995). Thresholds for auditory brainstem responses to tones in notched noise from infants and young children with normal hearing or sensorineural hearing loss. Ear and Hearing, 16 (4), 361-371.



CALIFORNIA NEWBORN HEARING SCREENING PROGRAM

Infant Reporting Form

Inpatient Screen Completed (circle results)

	DPOAE		TEOAE		ABR (Screening)	
Date Screened						
Right Ear	Pass	Refer	Pass	Refer	Pass	Refer
Left Ear	Pass	Refer	Pass	Refer	Pass	Refer

Inpatient Screen Not Done (fax completed form to HCC)

- ☐ Transferred out to: _____ Hospital on (date): _____
- ☐ Missed; discharged without screen (complete Follow-Up section below)
- ☐ Waived (Face Sheet not required) - ☐ NHSP Brochure given to parent
- ☐ Expired or physician determined screening not medically indicated (Face Sheet not required)

Follow-Up for Refers/Missed (fax completed form to HCC)

- ☐ Parent/Legal Guardian information on face sheet verified/updated
- Primary Language (Circle One): English Spanish Other: _____
- ☐ Additional contact information is verified/updated on face sheet or below
- Contact Name: _____ Phone: _____
- Address: _____
- City/Zip: _____
- Primary Language (Circle One): English Spanish Other: _____

- ☐ ~~Print parent's full legal name:~~ _____
- ☐ NHSP Brochure given to parent (Circle One): Pass Refer Refer to DX
- ☐ Follow-Up Appointment made and written on Parent brochure:

APPOINTMENT: <input type="checkbox"/> OP SCREENING	<input type="checkbox"/> DX EVALUATION FOR NICU PATIENTS
DATE: _____	TIME: _____
PROVIDER: OP Provider here	Phone: OP provider phone no here
<input type="checkbox"/> CCS Referral Made County: _____	

- ☐ PCP who will see the Infant after discharge - Name: _____
- Phone: _____
- ☐ Completed form faxed *with hospital face sheet* to your Hearing Coordination Center at (562) 933-8157

PATIENT NAME: _____

Birth Date: _____

☐ WBN ☐ NICU Name of Birth Hospital if different _____

Addressograph or label here



California Newborn Hearing Screening Program Outpatient Screening Reporting Form

Please use this form to report results. DO NOT attach waveforms, OAE printout, audiograms or reports. Please FAX or mail this form to Southern California Hearing Coordination Center at (562) 933-8157 or mail to 2801 Atlantic Avenue, Long Beach, CA 90806 within seven days of the child's outpatient hearing screening. If the family does not appear for the scheduled appointment and you have difficulty in rescheduling the outpatient hearing screening, please contact the Hearing Coordination Center, as soon as possible, at (562) 933-8152.

Screening Provider: LAC Harbor HRI Clinic (Fran Todd) Phone: 310/222-2744 Fax: number here

Infant's Name: _____ Date of Screen: _____

AKA: _____ Date of Birth: _____ Gender: Female Male

Primary Care Provider (PCP): _____ Phone: _____

Birth Hospital: _____ WBN NICU County: _____

Insurance: ☐ Medi-Cal ☐ HMO ☐ Private Insurance ☐ Uninsured ☐ Unknown

Mother's Name (or Legal Guardian): _____

Address: _____ Phone Number: _____

Primary Language: English Spanish Other (specify) _____

Comments: _____

Screening Results: ☐ Initial Screen (1st) ☐ Re-screen (2nd)

	DPOAE		TEOAE		ABR(Screening)	
Right Ear	Pass	Refer	Pass	Refer	Pass	Refer
Left Ear	Pass	Refer	Pass	Refer	Pass	Refer

For infants who do not pass the outpatient screening:

Referral to CCS

Name of County: _____ Date: _____

Family's CCS application was forwarded to local CCS program ☐ Yes ☐ No

Referred for Diagnostic Evaluation

Name of Provider _____ Phone _____

Date of Appointment _____ Reason appointment not scheduled _____

Contact Information (Relative or Friend):

Name: _____ Phone: _____

Address: _____ Relationship: _____

This information is to be provided pursuant to Section 124119 of the California Health and Safety Code that requires you to report the results of audiological follow-up services provided through the California Newborn Hearing Screening Program.



NEWBORN HEARING SCREENING PROGRAM

Monthly Facility Report for Neonatal Intensive Care Unit (NICU)

Certified Hospital: _____
Certification Date: _____
Submitted by: _____
Fax: _____

Month: _____
Year: _____
Phone: _____
Email: _____

Patient Data

Carry Forward:

A. # of Patients that remained in NICU at the end of the previous month

(Instruction: Record number from previous monthly report item 'E')

0

B. Total New Admissions for Month

0

a1. From Labor & Delivery

0

a2. From Newborn Nursery

0

a3. From Outside (E.R., Home, Transport)

0

C. Total Transfers Out of the NICU:

0

C1. Total Transferred to another facility

0

3a. without hearing screening

0

3b. hearing screen complete prior to transfer - Passed

0

3c. hearing screen complete prior to transfer - Referred

0

C2. Total Transferred back to your WBN/FCC

0

3d. without hearing screening

0

3e. hearing screen complete prior to transfer - Passed

0

3f. hearing screen complete prior to transfer - Referred

0

C3. Total transferred to a long term care facility

0

3g. without hearing screening

0

3h. hearing screen complete prior to transfer - Passed

0

3i. hearing screen complete prior to transfer - Referred

0

D. Total NICU Infants Expired

0

E. Total NICU Infants Discharged Home

0

E1. Total Screened Prior to Discharge Home

0

4a. Passed

0

4b. Referred

0

E2. Total Not Screened Prior to Discharge Home

0

4c. Missed (Not Screened)

0

4d. Waived (Not Screened)

0

4e. Bilateral atresia / other external ear anomaly

0

4f. Medically not indicated (poor prognosis)

0

4g. Newborn Hearing Screening satisfied, no new risk factors
Document in comments - no IRF needed

0

F. # Remaining in NICU at End of Month

0

G. # Infant Reports Submitted this Month

0

* Indicates items that require submission of Individual Infant Reporting Forms

Comments: _____

Quality Indicators

Total # of NICU Infants

0

Discrepancy Validation New Admissions

0

Discrepancy Validation Transfers

0

Discrepancy Validation Discharges

0

Total NICU Infants Transferred Out

0

Sub-Totals:

#

%

No Hearing screen prior to transfer

0

#DIV/0!

Completed Hearing screen prior to transfer

0

#DIV/0!

Passed

0

#DIV/0!

Referred

0

#DIV/0!

Total # Infants Discharged Home

0

Sub-Totals:

#

% Actual

Threshold

Hearing screen completed prior to discharge

0

#DIV/0!

99%

Passed

0

#DIV/0!

94%

Referred

0

#DIV/0!

5-6%

No Hearing screen prior to discharge, missed or waived

0

#DIV/0!

No Hearing screen due to bilateral atresia/anomaly

0

#DIV/0!

No Hearing screen: Medically not Appropriate

0

#DIV/0!

NHS satisfied, no new risk factor.

0

#DIV/0!

Total All Infants Screened

0

#DIV/0!

100%

Passed

0

#DIV/0!

95%

Referred

0

#DIV/0!

5%

Infant Reporting Forms (IRF) Expected by HCC

IRF Expected -Transfers to another Facility w/o Screen (3a+3g)

0

IRF Expected -Transfers Screened (3b+3c+3f+3h+3i)

0

IRF Expected - Dischg to Home Refer/Missed/Other/Expired

0

(Should equal value in item 'G' - # Infant Reports Submitted this Month)

Total

0

Discrepancy # IRFs Submitted (Item 'G') to IRFs Expected (= 0)

0

CONTRACTOR'S EEO CERTIFICATION

H&L UNLIMITED INC dba INFANT HEARING SCREENING SPECIALISTS
Contractor Name

21520-G TORBIA UNDA BLVD #354, YORBA LINDA, CA. 92887
Address

88-0422196

Internal Revenue Service Employer Identification Number

GENERAL CERTIFICATION

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

1. The Contractor has a written policy statement prohibiting discrimination in all phases of employment. Yes ☒ No ☐
2. The Contractor periodically conducts a self analysis or utilization analysis of its work force. Yes ☒ No ☐
3. The Contractor has a system for determining if its employment practices are discriminatory against protected groups. Yes ☒ No ☐
4. Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. Yes ☒ No ☐

LEONARDO MACHADO CEO
Authorized Official's Printed Name and Title

Leonardo Machado
Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

COUNTY PROJECT DIRECTOR(S):

H-UCLA

Name: Miquel Ortiz-Marroquin
Title: Interim Chief Executive Officer
Address: 1000 W. Carson St., Box #1
Torrance, CA 90509
Telephone: (310) 222-2101
Facsimile: (310) 328-9624
E-Mail Address: mmarroquin@ladhs.org

OV-UCLA

Name: Gretchen McGinley
Title: Interim Chief Executive Officer
Address: 14445 Olive View Drive
Sylmar, CA 91342
Telephone: (818) 364-3001
Facsimile: (818) 364-3011
E-Mail Address: Gmcginley@ladhs.org

COUNTY PROJECT MANAGER(S):

H-UCLA

Name: Calvin Kwan
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OV-UCLA

Name: Dexter Moon
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Sylmar, CA 91342
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Facsimile: (818) 364-3706
E-Mail Address: dmoon@ladhs.org

COUNTY CONTRACT PROJECT MONITOR(S):

H-UCLA

Name: Frances Todd, NP, MHA
Title: Director, Infant Hearing Program
Address: 1000 W. Carson Street, Box 17
Torrance, CA 90509
Telephone: 310-222-2314
Facsimile: 310-328-0864
E-Mail Address: ftodd@ladhs.org

OV-UCLA

Name: Sue Cacic
Title: Nurse Care Specialist
Address: 14445 Olive View Drive
Sylmar, CA 91342
Telephone: (818) 364-3619
Facsimile: -----
E-Mail Address: scacic@ladhs.org

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S NAME: Halo UNLIMITED INC dba INFANT HEARING SCREENING SPECIALIST

CONTRACT NO: _____

CONTRACTOR'S PROJECT MANAGER:

Name: BRAD NORTH CUTT
 Title: ADMINISTRATOR
 Address: 21520-G YORBA LINDA BLVD #354
YORBA LINDA, Ca. 92887
 Telephone: 714 258-2005
 Facsimile: 951-346-5546
 E-Mail Address: IHSBRAD @ G mail. com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: LEONARDO MACHADO
 Title: CEO
 Address: 21520-G YORBA LINDA BLVD #354
YORBA LINDA, Ca. 92887
 Telephone: 714 343 2437
 Facsimile: 714 908 8898
 E-Mail Address: IHSCLA @ aol. com

Name: MARTHA HAWKINS
 Title: VICE PRESIDENT
 Address: 21520-G YORBA LINDA BLVD #354
YORBA LINDA, Ca. 92887
 Telephone: 714 692 2270
 Facsimile: IHSCLA @ aol. com
 E-Mail Address: 714-908 1797

Notices to Contractor shall be sent to the following:

Name: Halo UNLIMITED INC
 Title: LEONARDO MACHADO CEO
 Address: 21520-G YORBA LINDA BLVD #354
YORBA LINDA, Ca. 92887
 Telephone: 714 -692-2270
 Facsimile: 714 -908-8898
 E-Mail Address: IHSCLA @ aol. com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME Auto Unlimited Inc dba Contract No. INFANT HEARING SCREENING SPEC ULT

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: Leonardo Machado

DATE: / /

PRINTED NAME: LEONARDO MACHADO

POSITION: CEO

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

EXHIBIT I

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- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
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2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

"Dominant in its field of operation" means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

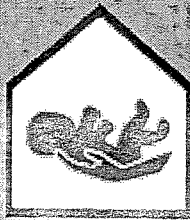
SAFELY SURRENDERED BABY LAW

Posters and Fact Sheets are available in English and Spanish for printing purposes at the following website:

www.babysafela.org

No shame. No blame. No names.

Newborns can be safely given up
at any Los Angeles County
hospital emergency room or fire station.



In Los Angeles County:
1-877-BABY SAFE
1-877-222-9723
www.babysafela.org



State of California
Gray Davis, Governor

Health and Human Services Agency
Grantland Johnson, Secretary

Department of Social Services
Rita Saenz, Director



Los Angeles County Board of Supervisors

Gloria Molina, Supervisor, First District

Yvonne Brathwaite Burke, Supervisor, Second District

Zev Yaroslavsky, Supervisor, Third District

Don Knabe, Supervisor, Fourth District

Michael D. Antonovich, Supervisor, Fifth District

This initiative is also supported by First 5 LA and INFO LINE of Los Angeles.

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

Does a parent have to tell anything to the people taking the baby?

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

A baby's story

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.

It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.

Sin pena. Sin culpa. Sin peligro.

**Los recién nacidos pueden ser entregados
en forma segura en la sala de emergencia de
cualquier hospital o en un cuartel de bomberos
del Condado de Los Angeles.**



En el Condado de Los Angeles:

1-877-BABY SAFE

1-877-222-9723

www.babysafela.org



Estado de California
Gray Davis, Gobernador

Agencia de Salud y Servicios Humanos
(Health and Human Services Agency)
Grantland Johnson, Secretario

Departamento de Servicios Sociales
(Department of Social Services)
Rita Saenz, Directora



Consejo de Supervisores del Condado de Los Angeles

Cloria Molina, Supervisora, Primer Distrito

Yvonne Brathwaite Burke, Supervisora, Segundo Distrito

Zev Yaroslavsky, Supervisor, Tercer Distrito

Don Knabe, Supervisor, Cuarto Distrito

Michael D. Antonovich, Supervisor, Quinto Distrito

Esta Iniciativa tambien esta apollada por First 5 LA y INFO LINE de Los Angeles.

¿Qué es la Ley de Entrega de Bebés Sin Peligro?

La Ley de Entrega de Bebés Sin Peligro de California permite a los padres entregar a su recién nacido confidencialmente. Siempre que el bebé no haya sufrido abuso ni negligencia, padres pueden entregar a su recién nacido sin temor a ser arrestados o procesados.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura, dentro de los tres días del nacimiento. El bebé debe ser entregado a un empleado de una sala de emergencias o de un cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazaleta y el padre/madre recibirá un brazaleta igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambian de opinión pueden empezar el proceso de redamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles, al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

En la mayoría de los casos, los padres son los que llevan al bebé. La ley permite que otras personas lleven al bebé si tienen la custodia legal del menor.

¿Los padres deben llamar antes de llevar al bebé?

No. El padre/madre puede llevar a su bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, mientras que entregue a su bebé a un empleado del hospital o de un cuartel de bomberos.

¿Es necesario que el padre/madre diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital le pedirá que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para los cuidados que recibirá el bebé. Es recomendado llenar este cuestionario, pero no es obligatorio hacerlo.

¿Qué ocurrirá con el bebé?

El bebé será examinado y, de ser necesario, recibirá tratamiento médico. Luego el bebé se entregará a un hogar preadoptivo.

¿Qué pasará con el padre/madre?

Una vez que los padres hayan entregado a su bebé en forma segura, serán libres de irse.

¿Por qué California hace esto?

La finalidad de la Ley de Entrega de Bebés Sin Peligro es proteger a los bebés del abandono por parte de sus padres y de la posibilidad de que mueran o sufran daños. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Es posible que los padres que cometieron estos actos hayan estado atravesando dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus recién nacidos porque tenían miedo y no tenían adonde recurrir para obtener ayuda. El abandono de un recién nacido lo pone en una situación de peligro extremo. Además es ilegal. Muy a menudo el abandono provoca la muerte del bebé. Ahora, gracias a la Ley de Entrega de Bebés Sin Peligro, esta tragedia ya no debe suceder nunca más en California.

Historia de un bebé

A las 8:30 a.m. del jueves 25 de julio de 2002, se entregó un bebé recién nacido saludable en el St. Bernardine Medical Center en San Bernardino, en virtud de las disposiciones de la Ley de Entrega de Bebés Sin Peligro. Como lo establece la ley, la madre del bebé no se tuvo que identificar. Cuando el bebé llegó a la sala de emergencias, un pediatra lo revisó y determinó que el bebé estaba saludable y no tenía problemas. El bebé fue ubicado con una buena familia, mientras se iniciaban los trámites de adopción.

Cada recién nacido merece una oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele qué otras opciones tiene.

Es mejor que las mujeres busquen ayuda para recibir atención médica y asesoramiento adecuado durante el embarazo. Pero al mismo tiempo, queremos asegurarles a los padres que optan por no quedarse con su bebé que no irán a la cárcel si dejan a sus bebés en buenas manos en cualquier sala de emergencia de un hospital o en un cuartel de bomberos del Condado de Los Angeles.

**AGREEMENT
CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE"
UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY
ACT OF 1996 (HIPAA)**

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to, or creates Protected Health Information in order to provide those Services. Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("the Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations Parts 160 and 164 ("together, the "Privacy and Security Regulations").

The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Therefore, the parties agree as follows:

1.0 DEFINITIONS

- 1.1 "Disclose" and "Disclosure" means, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.
- 1.2 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.
- 1.3 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

- 1.4 "Individual" means the person who is the subject of Protected Health Information, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- 1.5 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 164.503, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information, whether oral or recorded in any form or medium, that (i) relates to the past, present, or future physical or mental health or condition of an Individual; the provision of health care to an Individual; or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.
- 1.6 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.
- 1.7 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.
- 1.8 "Services" has the same meaning as in the body of this Agreement.
- 1.9 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.
- 1.10 Terms used, but not otherwise defined, in this Paragraph shall have the same meaning as those terms in the HIPAA Regulations.
- 2.0 OBLIGATIONS OF BUSINESS ASSOCIATE
- 2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:

- (a) shall Use and Disclose Protected Health Information as necessary to perform the Services, and as provided in Sub-sections 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 of this Agreement;
- (b) shall Disclose Protected Health Information to Covered Entity upon request;
- (c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:
 - (i) Use Protected Health Information; and
 - (ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose.

2.2 Adequate Safeguards for Protected Health Information. Business Associate:

- (a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Paragraph. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the minimum necessary in accordance with the Privacy Regulation's minimum necessary standard.
- (b) effective as of April 20, 2005, specifically as to Electronic Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information.

2.3 Reporting Non-Permitted Use or Disclosure and Security Incidents. Business Associate shall report to Covered Entity each Non-Permitted Use or Disclosure that is made by Business Associate, its employees, representatives, agents or subcontractors, but is not specifically permitted by this Agreement, and effective as of April 20, 2005, shall report to Covered Entity each Security Incident of which Business Associate becomes aware. The initial report shall be made by telephone call to the Covered Entity's HIPAA Privacy Officer within forty-eight (48) hours from the time the Business Associate becomes aware of the Non-Permitted Use or Disclosure or Security Incident, followed by a full written report no later than ten (10) business days from the date the Business Associate becomes aware of the non-permitted Use or Disclosure or Security Incident to the Chief Privacy Officer at:

Chief HIPAA Privacy Officer, County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple St.
Suite 410
Los Angeles, CA 90012
(213) 974-2164

- 2.4 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Paragraph.
- 2.5 Availability of Internal Practices, Books and Records to Government Agencies. Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.
- 2.6 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity.
- 2.7 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.
- 2.8 Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of Disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528, and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. However, Business Associate is not required to provide an accounting of Disclosures that are necessary to perform its Services if such Disclosures are for either payment or health care operations purposes, or both. Additionally, such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures that were made prior to the compliance date of the Privacy Rule, April 14, 2003) and shall be provided for as long as Business Associate maintains the Protected Health Information.

Any accounting provided by Business Associate under this Section 2.8 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Sub-section 2.8, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Sub-section 2.8 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

3.0 OBLIGATION OF COVERED ENTITY

- 3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

4.0 TERM AND TERMINATION

- 4.1 Term. The term of this Paragraph shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.
- 4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
- (a) Provide an opportunity for Business Associate to cure the breach or end the violation, and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or
 - (b) Immediately terminate this Agreement if Business Associate has breached a material term of this Paragraph and cure is not possible; or
 - (c) If neither termination or cure are feasible, Covered Entity shall report the violation to the Secretary of the federal Department of Health and Human Services.
- 4.3 Disposition of Protected Health Information Upon Termination or Expiration
- (a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or

created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

- (b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make it infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

5.0 MISCELLANEOUS

- 5.1 No Third Party Beneficiaries. Nothing in this Paragraph shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Agreement.
- 5.3 Relationship to Agreement Provisions. In the event that a provision of this Paragraph is contrary to any other provision of this Agreement, the provision of this Paragraph shall control. Otherwise, this Paragraph shall be construed under, and in accordance, with the terms of the Agreement.
- 5.4 Regulatory References. A reference in this Paragraph to a section in the Privacy or Security Regulations means the section as in effect or as amended.
- 5.5 Interpretation. Any ambiguity in this Paragraph shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.
- 5.6 Amendment. The parties agree to take such action as is necessary to amend this Paragraph from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations.

HARBOR-UCLA MEDICAL CENTER
HEPATITIS B VACCINATION INFORMATION FORM

All LA County Employees and certain Harbor-UCLA associated organizations are offered the Hepatitis B Vaccine. Hepatitis B is an inflammation of the liver caused by the Hepatitis B virus. Hepatitis B Virus can be contracted through contact with infected blood and body fluids. Thus potential exposure could be from an infected sexual partner, intravenous drug use, a small risk through blood transfusions, and through needle sticks and body fluid exposures mostly experience by doctors and nurses due to their type of work. I may receive the Hepatitis B vaccine to protect me from acute type B Hepatitis and its complications. Harbor/UCLA Medical Center has offered me the opportunity to receive HBV vaccine free of charge.

Recombivax HB is a non-infectious viral vaccine containing hepatitis B surface antigen produced in yeast cells. The vaccine against hepatitis B prepared from recombinant yeast cultures is free of association with human blood products. Because of the way this vaccine is made, there is no risk of contracting other bloodborne diseases, such as HIV.

Adverse reactions to the vaccine seen in the trials were limited to mild effects. Soreness of the injection site of the arm and/or low grade fever. Severe reactions are exceedingly rare but the risk cannot be excluded. I understand that in accepting vaccination for the benefits it offers, I must also accept personal and financial responsibility for any health problems that may be attributed to the HBV vaccine.

I know that to have maximum protection from the vaccine, I must receive three doses. The second dose to be given in one month, and the third six months after the first. By accepting the first dose, however, I do not give up my right to refuse the later doses for any reason. Such refusal shall in no way jeopardize my rights to the benefits to which I would otherwise be entitled as an employee of Harbor/UCLA Medical Center. These include any sick benefits of workers' compensation if I subsequently develop type B hepatitis as a consequence of occupational exposure.

I further understand that any immunization procedure is associated with occasional failure in protection, even if all doses of vaccine have been received at the recommended times. I also know that booster doses of HBV vaccine may be necessary to maintain an effective level of protection.

My signature below indicates acknowledgement of the information given above.

Employee Signature

date

HARBOR-UCLA MEDICAL CENTER
HEPATITIS B VACCINATION CONSENT/DECLINATION FORM

PART I

Last Name (print)

First Name

Date

Employee Number

Phone Extension

Work Location

1. I wish to receive the vaccine.

YES

NO

- If YES, I Authorize Employee Health to administer the Hepatitis B Vaccine, a series of 3 injections and if needed the 4th booster.

Employee Signature

Date

Witness

Date

- If NO, and you have not already received the Hepatitis B vaccine, you must complete and return Part II below.

2. I have already received the vaccine.

YES

NO

If YES, doses received to date: 1

2

3

Part II

Hepatitis B Vaccine Declination

I do not wish to receive the vaccine at this time.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge to myself.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B (a serious disease). If in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Name (print)

Signature
Page 2

Date